

CHECKLIST FOR NON-JUDICIAL FORECLOSURE - OREGON FORM

File Name: _____

File Number: _____

Trustee Sale Date: **Friday,** _____, _____

Action Date	No. Days Before Sale	Reminder/ Statutory	Action to be Taken	Date Rec'd/ Done
	141		Conference with beneficiary and trustee; examination of note and trust deed and beneficiary's loan records	
			Preparation, execution & recording of Appointment of Successor Trustee	
			Ordering and examining Trustee's Sale Guaranty - (insure lender <u>and</u> Trustee)	
	140		Fixing date, time and place of sale (M-F anytime or place in same Co. as property)	
	140		Preparation of Trustee's Notice of Sale and preparation and recording of Notice of Default and Election to Sell	
			Ordering and examining supplemental sale guaranty to cover date of recording notice of default	
	130	120	Mailing or serving Trustee's Notice of Sale upon entitled parties ORS 86.740	
	130	120	Personal service of notice of sale on occupants (when required). ORS 86.750(1)	
	60	48	Commence publication of notice of sale (four successive weeks) with last publication date more than 20 days prior to the trustee sale date. ORS 86.750(2) Publication Dates: Fri.	
	40		Contact client about occupancy of property and if occupied, send 30 day Notice to Tenants via <u>first class</u> mail ORS 86.755(5) 30 days is	
	30		Federal tax lien recheck (Required 30 days prior to sale date) (is 30 days)	
	30		Letter to client re: delivery of original Deed of Trust and Promissory Note	
	15		Written request for cure amount due from interested party(ies)	
	10 (on or before sale date)		Record affidavits showing proof of: ORS 86.750(3) a. Mailing or serving each party entitled to notice under ORS 86.740 b. Service upon occupant(s) or non-occupancy of property c. Mailing notice of non-judicial sale to District Director or IRS (if applicable) d. Publication	
	7	10	Cure amount due to parties having made written request to Trustee - due	
	5		Prepare statement of "Amount Due on Sale" - (Last day to cure is 5 days prior to sale date)	
	5		Determine from beneficiary amount of bid to be entered by trustee, or if beneficiary will attend and bid - Determine who will handle sale	
	0		Sale of Property by trustee and payment to trustee of amount bid by purchaser Preparation of trustee's deed and delivery to purchaser within 10 days after trustee sale date Recording certificate of non-military service Reimbursement to trustee of payments of postage, title searches, recording, publication and service Payment of trustee fee and attorney fee Payment of amount due beneficiary, if required, with statement to beneficiary Payment to subordinate lienors and grantor, if required Cancellation of note and trust deed by trustee	